



Parent Policy Manual

La Salle Kidz Inc. Daycare Centre

Facility Number: 101791

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1. INTRODUCTION:

La Salle Kidz Inc. Daycare Centre is a licensed and not for profit child care facility, which provides care for 60 children age from 3 months to 6 years. The staff, and Board of Directors work together with parents/guardians and the community towards providing a safe, nurturing environment for the children in our care.

2. MISSION STATEMENT

La Salle Kidz Inc. Daycare Centre's mission is to provide quality child care for the growing community of La Salle. We strive to provide a safe, nurturing, rich, and play based learning environment that fosters growth in all developmental areas of our children. Our knowledgeable, loving, and nurturing staff members work their best to help each child develop to his/her full potential.

3. PHILOSOPHY

La Salle Kidz Inc. Daycare Centre believes that all children learn best through hands on experiences that allow for exploration and creative thinking. Developmentally appropriate play experiences stimulate and foster children's social, emotional, cognitive, and physical development.

We believe that children learn best when provided with what they are truly interested in. Implementing Emergent Curriculum will help children engage more in provided activities and have better learning outcomes.

We believe that regular routines and activities that are thoughtfully prepared will provide the children with a sense of security in knowing what will come next.

We strive to meet each families' individual needs and encourage family involvement.

We believe in having a positive and friendly atmosphere which will encourage open communication.

We believe in having and maintaining knowledgeable, committed, loving, and friendly child care professionals. We strive to provide a variety of learning opportunities to help children develop to their full potential.

4. INCLUSION POLICY

La Salle Kidz Inc. Daycare Centre respects individuality, diversity, and community. We believe every child deserves exposure to an environment and experiences that promote growth in all areas of development. We accept and welcome children of all abilities. We encourage all children to make choices based on their abilities, interests, and needs. We

respect and value input from parents and other professionals who have knowledge to and expertise to share with us and each other.

5. GOALS AND OBJECTIVES

To assist each child to develop a sense of dignity and self-worth by:

- providing a wide variety of social activities and learning experiences that encourage the development of self-confidence and the ability to get along with others
- building warm relationships of trust between staff and children

To assist each child's overall development by providing:

- a stimulating space, with developmentally appropriate equipment and resources
- a variety of developmentally-appropriate educational and life experiences that fosters cognitive, creative, social, emotional and physical development
- activities that develop verbal skills, self-discipline, decision-making and problem-solving abilities.

To assist each child to maintain good health by supporting:

- an environment free from health and safety hazards
- daily periods of developmentally appropriate physical activity
- nutritious snacks
- health, nutrition and parenting information for families

To support families by providing:

- a safe environment for their child so that parents can pursue education, employment and opportunities for personal growth
- ongoing opportunities for family involvement and input

6. CURRICULUM STATEMENTS

La Salle Kidz Inc. Infant Curriculum Statement

At La Salle Kidz Inc. Daycare centre, we provide care for our infants in collaboration with parents to ensure that the transition from home to daycare is as smooth as possible. We strive to satisfy each infant's need for a close physical and emotional attachment. We do this by holding, cuddling, interacting with them and being close to them at all times. We hope to build a positive relationship with our families and work cooperatively to support both families and children. We do this by greeting parents/guardians each day and exchanging information about the children. We also collaborate with parents/guardians on how to best meet each child's individual needs. A daily record chart is used to further expand and strengthen communication between families and all caregivers in the Infant Room.

We offer a child-centered, family oriented infant program that is designed to promote a developmentally appropriate approach to foster each child's social, emotional, physical and cognitive growth. The environment is designed to be warm, safe, inviting and

challenging for the different stages of infants. We observe closely and work as a team to modify and improve the space as each infant grows. For example, a basketball hoop and a basket of balls are set up for our current infants who love to throw balls.

We follow an Emergent Curriculum approach to capture the children's true interests and provide engaging and developmentally appropriate play experiences. We believe that infants develop best when they are assured of having a trusted caregiver who can read their cues and respond to their needs. A primary caregiver is established when an infant starts the program and the primary caregiver is responsible to fill out daily charts and document the children's learning during the day through play in his/her group.

Our caregivers are educated and knowledgeable about child development and are able to read and respond to the infant's needs and behaviors. The Infant Room has a scheduled routine to help children learn to understand the day and what comes next; however, this schedule is flexible and is adapted to meet the individual needs of each child. For example, if an infant requires two naps, our staff would work around our schedule for outdoor play time to make it possible for the infant to take the extra nap in the morning.

Caregivers optimize learning opportunities in planned play experiences as well as spontaneous play. For example, when participating in bubble play, a child practices fine motor skill by holding the bubble wand; develops gross motor skills by reaching out to the bubbles or crawling to where the bubbles are; develops hand-eye or foot-eye coordination when popping the bubbles with whole hand/foot, or fingers/toes, and develops social and communication skills by asking for more bubbles and popping together.

At La Salle Kidz Inc. Daycare Centre, we use caregiving routines such as diapering, dressing, handwashing, and meal times to promote learning. For example, when helping children dress for outdoor play, we help them develop language skills by talking to them about the items we are helping them to put on, the steps we take, and scaffolding the skills needed to dress themselves to foster independence.

At meal times we create a relaxing and enjoyable environment and stay close to the infants to provide supervision and interaction. We foster positive relationships between the children and optimize teachable moments. We allow infants to explore their food, feed themselves and respond to their cues of feeling hungry or full.

We believe that language development is particularly crucial during the infant period and provide many opportunities for infants to engage in meaningful dialogue. We acknowledge and encourage the infants' forms of communication. We use and teach sign language at times which gives infants who have not yet developed verbal language, the ability to communicate. This helps to reduce frustration while they are learning their verbal skills.

We encourage all children to learn about their environment through exploration, at their own pace by touching, tasting, vocalizing and through play. We provide different play experiences that are both planned and spontaneous to encourage learning. We help encourage children develop social skills by helping them take turns, engage in role play, and encourage conversations with each other about what is happening.

The caregivers in our Infant Room meet regularly to talk about the environment, interactions, and each child's needs and interests to enhance programming. Both our indoor and outdoor environment are set up with adequate space and play materials to allow our children to explore and participate in hands on play experiences. We have low shelves with open bins, so the children can easily access the play materials. We consider all aspects of the children's development and diversity in the program when implementing curriculum planning. We provide play materials and books that reflect diversity such as dolls and play foods from different culture. Other ways include displaying posters, photos, and music. We also provide foods that are reflective of all different cultures and uniqueness of our children and their families, as well as our caregivers. The learning environment includes sensory, literacy, curiosity, movement, music, and outdoor experiences. Our community is an extension of our program and we often journey out of the centre to play at local parks to explore and to learn more about the world around us.

The caregivers in our Infant Room work closely with our preschool caregivers to prepare our children to transition to preschool and ensure they are ready to embrace the next stage at our centre.

La Salle Kidz Inc. Daycare Centre Preschool Curriculum

At La Salle Kidz Inc. Daycare Centre, each child is celebrated as a unique individual who deserves a wide variety of opportunities to grow and develop to his/her full potential. We believe that children learn best through play, and we place great emphasis on a child centered and play based curriculum.

At La Salle Kidz Inc. Daycare Centre, we believe that our role is to enhance the play environment by providing play materials and experiences that foster learning and growth. We follow an emergent curriculum, and our curriculum is based on fostering children's physical, cognitive, social and emotional development while understanding each child's individual needs, abilities, and interests. Our caregivers do this by interacting and building positive relationships with the children and providing developmentally appropriate and engaging play experiences, both planned and spontaneous.

Direct interactions that are both positive and respectful allow for genuine relationships to develop between the children and their educators, and families and educators. Staff interacts with the children by getting down to their level, talking with them during transitions, routines and free play. They encourage interactions between children by setting up space for two or more children to play together, suggesting activities that require children to participate together, and having smaller groups throughout the day.

We greet all families at the beginning of the day and share relevant information about the children at the end of the day to get to know our families. This helps create an environment in which children feel accepted for their individuality and build positive relationship with families. We represent our children and families by posting photographs

of children's play and providing foods that are reflective of all different cultures and uniqueness of our children and their families, as well as our caregivers.

We closely observe the children during play which allow us to understand their abilities, skills, and true interests. We take close notice to what the children are doing, what the children are saying, what they are learning, and what they are curious about. We use this information to plan for our interactions, arrange play space, and provide play materials and play experiences. We ask open-ended questions that build vocabulary, extend knowledge, and encourage creative thinking. Questions like, "What do you think?" or, "What will happen next," encourage children to practice decision making and problem solving. It is then important for us to consider what the children need, what can be provided, and how to best provide it. We share these observations with our team, parents/guardians, and the children through verbal communication, and visible documentation such as bulletin boards, photo display, happy grams, etc. As the curriculum develops, we also share children's learning and development through these postings and conversations with our families.

At La Salle Kidz Inc. Daycare Centre we believe that the environment plays a very important role in children's learning. Our environment, both indoor and outdoor provide adequate space and play materials to foster children's development. We carefully consider room arrangement by creating specific learning areas, such as an art area, quiet area, science area, and dramatic play area. We also ensure that toys and other play materials are accessible and developmentally appropriate. Play areas and materials are arranged and changed monthly or as needed when different interests emerge. A carefully prepared environment enables children to make decisions, experiment, communicate, classify, order, practice fine motor movements, learn to get along with others, be creative, and more.

After close observations and environmental assessments, we develop and implement planned experiences that fosters children's learning. We invite children to the play experience provided and collect more information to determine what sparks their interests and stimulate learning. We then provide play experiences that foster learning in all development areas. Music, science, math, literacy, art, and dramatic play experiences can all influence and enhance children's learning. For example, a painting activity can foster fine motor skills, cognitive knowledge, and social skills. The children practice using their fingers or paint brushes to paint, mixing colours into different colours, and share paint with each other. Another example of an activity that provides opportunity for learning is building with blocks. Children learn math skills by counting the blocks, balancing their structure, and exploring with height. Negotiating, teamwork, and problem solving can take place when a group of children build together. It is important for educators to actively participate in the experiences being provided by asking specific questions about what the children see, hear, feel, think, or would like to do next. As children's interests change, so does the curriculum.

We welcome all families and our community to participate in our curriculum. We include postings and play materials that reflect diversity - various cultures, race, abilities and

gender. For example, we have dolls of various ethnicities, posters representing a variety of cultures and abilities and dress up clothes, food and dishes representing other countries. We welcome any ideas, information, or feedback that will enhance our programming. We are committed to providing quality early learning and care for all children and families at our centre by offering a child-centered curriculum that suits each child's needs. For example, we have a child who requires longer sleep time, our staff arranges the environment to allow this child to sleep longer, and at the same time still engages the other children in the group.

Throughout the day we provide a minimum of 45-minute blocks of free play time to allow children to make the most of learning opportunities. Our schedule is predictable but flexible and has few transitions. For example, when children are engaged in an outdoor play, we may lengthen our outdoor time to ensure the play is not interrupted to maximize learning and development.

7. BOARD OF DIRECTORS

The Board of Directors of La Salle Kidz Inc. Daycare Centre is a voluntary group of parents, guardians, and community members who meet on a monthly basis (or as needed) to discuss and review issues related to the governance, policy, and strategic direction of the centre. Members are elected to serve a one-year term. The Board has a staff liaison position and the standard committees: Finance, Executive, and Nominating.

Please contact the Executive Director or any member of the Board of Directors if you are interested in becoming a Board member.

8. CONFIDENTIALITY

Access to a child's information record will only be given to the legal guardians of the child, the staff involved in the operation of the centre and if applicable, the assigned Manitoba Early Learning and Child Care Coordinator. In the case of an emergency or injury to a child, information may also be released to the proper authorities, such as medical staff attending to the child, or in the case of suspected abuse, the appropriate child protection agency.

Parents should be aware, in the case of non-payment of fees, pertinent information will be provided to an external collection agency.

No information, verbal or written, regarding a child or their family will be released to anyone other than required by law or special permission has been given by the parents/guardian.

All children's files are confidential and are stored in a secured area. They are for the use of La Salle Kidz Inc. Daycare Centre's Executive Director, Assistant Director and Staff only.

Parents will have access to their child's file upon request. An appointment can be made to review the file with the Executive Director.

All files are the property of La Salle Kidz Inc. Daycare Centre and shall be retained for the period of seven years.

We also ask parents/visitors to keep what you observe and hear at the centre confidential and not share with the larger community.

9. CUSTODY PAPERS

It is important for families to know and understand that we cannot refuse a non-custodial parent access to his/her child(ren) nor can we ask the police to enforce custody arrangements if legal documents are not provided for the centre.

10. STAFF

Staff members at La Salle Kidz Inc. Daycare Centre are selected based on their qualification, experiences, and their passion to work with children. We strive to maintain the regulated minimum of 66.67% of trained Early Childhood Educators (ECEs).

All staff members working at our centre must complete a criminal record check with vulnerable sector search and child abuse registry check. Staff will not be allowed to work alone with the children if waiting for the checks to be completed.

All staff members are required to have current First Aid and CPR C certifications.

All our Child Care Assistants must complete a 40-hour training course approved by ELCC (Early Learning and Child Care) within 12 months of employment.

Professional development opportunities will be provided to all staff based on their needs and interests.

11. ELIGIBILITY

La Salle Kidz Inc. Daycare Centre is licensed for the following full time equivalent spaces:

- 12 infants (12 weeks to 2 years)
- 48 preschool children (2 – 6 years)

12. ENROLLMENT

All children waiting for care will be placed on the centre's waitlist. When spaces become available, the centre Director will be offering the spaces to families based on the date added to the waitlist.

Priorities will be given to the following:

- children that live within the boundaries of La Salle rink district;
- children of the centre staff members, regardless where they live
- siblings of children already enrolled at the centre

Note: The centre will mainly offer full time spaces, part time spaces will only be offered if the centre can match two part time spaces to a full-time space.

Transfers from the infant room to preschool room will be considered before other applications for preschool and shall be initiated when the child attains the proper age requirement, or at the discretion of the Executive Director with approval by the parent/guardian and ELCC.

13. REGISTRATION

Registration will be considered completed once the following criteria have been met:

- The parents/guardians or designate has met with the centre Director/Supervisor and shared relevant information regarding his/her child(ren)
- All registration forms have been completed and a deposit has been provided. The deposit is based on two weeks of full, non-subsidized child care fees. This deposit is refundable once the child is withdrawn from the centre provided that the required two weeks written notice is given and there is no outstanding balance on the account. Any outstanding balance will be subtracted from the deposit.
- In the case of parents changing their mind on or after the planned start date, two-week notice in writing must be provided to the centre and the deposit will be used towards fees for the required notice period.

14. FEES AND PAYMENT

REGULAR FEES

Child care fees in all licensed programs are set by Manitoba Early Learning and Child Care office.

Infant:

\$30.00 per infant per full day (over 4hrs)

\$45.00 per infant per day (over 10hrs)

Preschool:

\$20.80 per child per full day (over 4hrs)

\$31.20 per child per day (over 10hrs)

Billing periods consist of 20 days based on the provincial facility report schedule. For new children, child care fees are due on the first day of attendance for the applicable days in the billing period. All fees are due in full on the first scheduled day of the billing period. Fees are to be paid by cheque and/or money order. Cash payments will not be accepted.

Should a cheque payment be rejected by your financial institution, you will be notified in writing and your child care fees plus a service charge of \$30.00 (NSF charge) will be due immediately.

Child care fees must be paid in full on the first scheduled day of each billing period. If not paid by then, late fees will be applied as follows:

- Week 2 past due, Monday 9:00am - \$10.00 late fee charge with a letter advising fees must be paid immediately from Executive Director/Board of Directors.
- Week 3 past due, Monday 9:00am - \$10.00 late fee charge with letter advising of referral to a collection agency and child may be withdrawn from program unless payments arrangements are made – from Executive Director/Board of Directors.
- Week 4 past due (prior to next billing period), Monday 9:00am - your child will be considered withdrawn and account referred to collection agency if balance is over \$100.00.

Please note if there is a pattern with late payments, the Executive Director may instruct the staff to refuse care until fees are paid. This will be done discreetly to protect your privacy. Please understand that this is centre policy and we appreciate your cooperation.

DEPOSIT

A deposit of two weeks full payment will be charged at the time of registration (\$300 for infants, and \$208 for preschool children). The deposit is refundable at the time of withdrawal provided that parents/guardians give the centre two weeks notice in writing and the account is in good standing.

LATE PICK UP FEES

\$2.00 per minute per child after 6:00pm according to the Centre's clock. The late fee will be added to your fees for the following billing period. If lateness persists we may ask you to make other care arrangements. Time is determined by the centre's clock.

SUNSCREEN AND MOSQUITO REPELLENT FEE

\$10.00 per child will be charged for the cost of purchasing sunscreen and mosquito repellent for outdoor play each year. The fees will be charged on the first week of May for children enrolled earlier in the year or at the time of registration if enrolling after May.

15. WITHDRAWAL

Parents/Guardians must provide the Centre with two (2) weeks written notice to withdraw their child(ren) from the centre. If payment received exceeds the two-week period, the Executive Director will first apply payment to any outstanding balance and refund the remainder. If two (2) weeks written notice is not provided, regular fees will be applied.

16. ABSENCES AND FORFEITURE OF CARE

Please inform the centre if your child will be absent by **9:30AM**. If your child will be away for **10 or more days**, please provide written notice to the Executive Director. When your child is absent, payment is still required for the regular days your child would attend.

In the circumstance where the child has not been in care for 10 days and no contact has been made with the centre by the parent/guardian, it will be assumed that the child no longer requires care and the space will be cancelled. During the two-week period the Director/Supervisor of the program will make every effort to contact the family using the information provided at the time of registration.

Fees will accrue during this time and the two-week notice period will begin once it has been determined that the space has been forfeited.

17. STATUTORY HOLIDAYS

Fees must be paid for all registered days. (No fee adjustments are made for statutory holidays, illness/absenteeism or removal from the program for any other reason). Parents of full time children will pay all statutory holidays. Parents of part time children will pay if a statutory holiday falls on a day your child would normally be attending. (i.e. If your child is enrolled to attend Monday, Wednesday and Friday, and Remembrance Day fell on a Tuesday, you would not be billed. However, if it fell on a Monday, you would be billed.) The recognized statutory holidays are:

New Year's Day
Louis Riel Day
Good Friday
Victoria Day
Canada Day
Civic Holiday (August)
Labor Day
Thanksgiving Day
Remembrance Day (If it falls on a weekday)
Christmas Day; and
Boxing Day

18. WEATHER AND CENTRE CLOSURE

On a day that the Centre is **closed** due to inclement weather, staff wages still need to be paid. Parents/Guardians will be responsible for daily fees on all storm days. If the Centre is closed it will be announced on CJOB, Centre's voice mail, website and/or Facebook page and via email.

In the event that some staff members are unable to make it to the Centre on a storm day, children will be accepted at the Centre on a first come, first served basis. Parents/Guardians may be asked to keep their child(ren) home (at no charge) or to wait with children at the centre until ratios are met.

19. SUBSIDY

If families are applying for subsidy, please ensure that it is done prior to the enrollment date. Applications are available at the Centre or can be filled out online at www.gov.mb.ca/childcare. If subsidy has not been approved by the enrollment date, the parents/guardians are responsible for the full fees. If subsidy is approved after the enrollment date and it is retroactive, the fees paid earlier will be refunded accordingly.

For families receiving subsidy, you must notify the Child Care Subsidy Office immediately upon all changes, especially regarding:

- Employment termination
- Child withdrawal from centre

- Increase/decrease in family income
- Start of new employment
- Or as required by Subsidy Office

20. TAX RECEIPTS

An annual receipt will be issued for child care fees for income tax purposes. An administration fee of \$5.00 will be charged for replacing the receipts if needed.

21. CENTRE HOURS AND OPERATIONS

The centre is open from 7:00 a.m. to 6:00 p.m., Monday to Friday except statutory holidays. Notices regarding closures will be posted one (1) week in advance of stated date(s). In the event that Christmas Eve and New Year's Eve falls on a weekday, the centre will close at **2:00PM** and will be posted (2) weeks in advance.

Children will not be accepted at the centre before 7:00 a.m. under any circumstances and are required to be picked up by 6:00 p.m. according to the Centre's clock.

The centre will be closed one day per year for Professional Development in lieu of being open on Easter Monday. Families will be given eight (8) weeks' notice of the closure.

22. TRANSPORTATION POLICY

Transportation to and from the centre is the responsibility of the parent/guardian. This can be done either by the parent/guardian or a designated alternate who is 12 years of age or older.

Employees of La Salle Kidz Inc. Daycare Centre are not permitted to transport children in their vehicles. In the case of medical emergency, an ambulance will be called to transport the child to a medical facility.

If the centre is taking children on an outing or field trip that requires transportation, the centre will arrange a chartered bus to transport children to and from the outing/field trip. Parents will be given notice and sign a permission form for these outings/field trips.

For Kindergarten children who will be bused to and from the centre, it is the parents/guardians' responsibility to arrange school bus and inform the centre of the transportation details. The centre staff will take the children to and pick them up from the school bus.

23. ARRIVALS AND DEPARTURES

ARRIVAL:

Children will not be accepted into care before 7:00AM under any circumstances. You will be asked to provide us with an expected time of arrival and departure upon registration. Please inform us if your schedule changes or if your child will be arriving or leaving later than usual.

La Salle Kidz Inc. Daycare Centre staff will not assume responsibility for any child(ren) until they have entered the supervised play area and the individual dropping off your child has gained the attention of a staff member and it has been confirmed that he/she can leave the child(ren) with him/her. Children must not be left unattended in a room, hallway or bathroom area. While staff may be in the room they may not be on duty or are unavailable to accept your child into their direct care. Please give enough time to attend to your child's needs and make the transition as pleasant as possible. This will make a big difference in your child's day.

DEPARTURES:

La Salle Kidz Inc. Daycare Centre staff will not release your child(ren) to any person other than those listed on your child's registration forms as an individual who has your permission to pick up your child(ren). Any individual permitted to pick up a child, including parents/guardians must bring photo identification every time they pick up your child so that staff can verify the identity. Parents/guardians are responsible for ensuring anyone designated to pick up or drop off a child is aware of these policies.

Designated individuals picking up your child must be minimum 12 years old and noted on the child's registration form.

Our responsibility ends for your child(ren) once you have gained the attention of a staff member; however, should you need to speak to the Director/Supervisor, please indicate this to the staff members and they will continue to assume responsibility of your child.

In the event any person picking up a child is intoxicated or indicates a potential threat to the child, staff will contact an alternative emergency person listed in your child's file, and request the person immediately pick up your child. If our staff are unable to reach an emergency contact within 30 minutes, Child and Family Services will be contacted.

24. MIX AGE GROUP POLICY

La Salle Kidz Inc. Daycare Centre will periodically have mix age groups. This will take place in the Infant Room at opening (between 7:00-8:00AM) and closing (between 5:00-6:00PM) times. When we have mix age groups, the younger children will have the opportunity to learn from their older peers and the older children will have the opportunity to role model and help with their younger peers.

All Children will be closely supervised and the centre will maintain approved staff child ratios. Staff will ensure that younger children are not inhibiting in the play process of the older children by providing developmentally appropriate activities and play materials. This will allow the older children to maintain independence and undisturbed play.

25. LATE POLICY

Please understand that our centre closes at 6:00PM and the closing staff need to leave on time. Parents, guardians or designates picking up your child are expected to arrive in enough time to speak to staff, gather your child's belongings, dress your child and leave the centre by 6:00PM. Any parent, guardian, or authorized person who is not out of the centre by 6:00PM will be considered late in picking up their child(ren) and late fees will be applied.

If a child is not picked up by 6:00PM, and we have not been notified, the following steps will be taken:

1. The closing staff will call parents/guardians at the home or work numbers that we have on file.
2. If we are unsuccessful at contacting the parents/guardians, we will call the emergency contacts that we have on file.
3. If there is no contact with a parent/guardian or emergency contact person by 7:00PM, we will contact Child and Family Services.
4. The closing staff will wait with your child until a social worker arrives.

If children have not physically left the Centre by 6:00p.m according to the Centre's clock, the parent will be billed \$2.00 per minute per child in late fees. If a family has had three late pick-ups, the Board of Directors reserves the right to provide the family with a two-week written notice advising that they no longer have a space at the Centre. If a fourth offense occurs, the Board of Directors reserves the right to withdraw the child care spot without notice.

26. HEALTH POLICIES

NUTRITION

Each child is **offered** morning and afternoon snacks. Morning snack is from 9:00 am – 9:30 am, lunch is offered from 11:00 am – 12:00 pm, and afternoon snack is offered from 2:30pm – 3:00pm. All snacks served to the children meet three of the four recommended food groups according to Canada's Food Guide.

La Salle Kidz Inc. Daycare Centre is a "NUT/PEANUT AWARE" facility that will not permit any foods containing peanuts, tree nuts, or that "may" contain traces of peanuts or tree nuts.

Special dietary requirements (i.e. food allergies) for the children at the centre must be provided in writing to the centre. Allergy symptoms or physical reactions must be included to keep staff informed.

Milk will be provided with all lunches and either milk or water will be served with snacks.

Any special food items brought in for birthdays or special holidays must have ingredients clearly labeled on the package.

All lunch food will be prepared at home and placed in a microwavable container for required warming at the centre. We encourage families to bring nutritious food items for the children and leave things like cookies, candy, chips, chocolate, etc. at home.

In the event that a lunch is forgotten or misplaced, the Centre will provide a lunch for a fee of \$5.00. (This may change in the future if we choose to offer hot lunch program upon families' needs.)

MEDICATION

Written permission from the parent/guardian on a medication form must be obtained in order to administer prescribed medication. This written record will be kept and initialed by the individual administering the medication.

Only prescribed medication by a physician supplied in the original container will be administered.

All medication is stored in a locked cabinet. Medication must be given directly to a staff member upon arrival and cannot be left in the child's locker.

ILLNESS

Parents are required to notify the Executive Director if their child is sick or has a communicable disease.

If your child becomes ill during the day, the parent/guardian will be called and expected to pick up the child or make immediate arrangements to have the child picked up.

If your child is too ill to participate in the full day's program, he or she cannot attend the Centre.

If your child has a communicable disease, you must follow the Public Health regulations regarding incubation and or isolation and a physician's certificate may be required upon returning to the centre.

Please be sure to discuss any concerns you may have about your child's health with the Executive Director.

Our Illness Policy for common conditions are as follows:

Skin Rash – rash must be diagnosed, and proper treatment applied, following Doctor's instructions

Diarrhea – the child must be taken home after the second incident on the same day

Giardia – (mucus diarrhea which is caused by a parasite) the child may attend the Centre if he or she has been on medication for 24 hours.

Vomiting – parents/guardians will be contacted immediately and asked to pick up their child.

Elevated Temperature – if child's temperature is 38 degrees Celsius/100.4 degrees Fahrenheit, parents/guardian will be contacted immediately and asked to pick up their child.

Colds – the child may attend the Centre but, if his or her temperature becomes elevated or the child cannot participate in daily routines and transitions, the parents/guardians will be contacted to pick up their child.

Ear infection – the child may attend the Centre after 24 hours on medication.

Infections being treated with an antibiotic – the child may attend the Centre after 24 hours of treatment or until the infectious period has ended

Conjunctivitis (Pink Eye) – the child may attend the Centre after 24 hours of treatment or until the infectious period has ended

Nits/lice – The only effective measure against head lice is the complete and thorough removal of all eggs (nits). Any child found with head lice will be asked to remain at home until no visible evidence of head lice is seen for 24 hours.

INCIDENTS & INJURIES

We make every effort to reduce the possibility of incidents and injuries. All staff members at the Centre have received their First Aid Certificate. Staff will be required, on a regular basis to update their first aid training.

All injuries are recorded on an incident report. Parents are requested to read and sign all reports which will then be placed in the child's file. Incidents that require an immediate call to a parent/guardian (along with a written incident report being left in the child's locker) include:

- Any bites that break the skin
- Any break of the skin that may result in scarring
- Any fall or incident that results in a blow to the head (which may or may not result in a visible injury)
- Any injury that results in a nose bleed
- Any injury in close proximity to the child's eyes
- Any injury that the staff deem may require medical attention or follow up

If an injury requires minor medical care, we will contact parents immediately to ask that the child be picked up and get the necessary care required. If we are unable to reach the parents, we will contact emergency contacts provided at the time of registry.

If the injury requires emergency medical care an ambulance will be called and if a staff is available, he/she will escort your child to the hospital. The parents, guardians or designate will be notified immediately. The staff will remain with the child until the parent, guardian or designate has arrived. You will be responsible for any costs incurred – including ambulance.

We report any injuries requiring parents to seek medical care to Manitoba Early Learning and Child Care office within 24 hours.

If an accident or injury occurs at the Centre, parents/guardians are responsible to pay their regular child care fees in order to maintain their child's spot at the centre.

ALLERGY & ANAPHYLAXIS POLICY

La Salle Kidz Inc. Day Care Centre is NUT/PEANUT PRODUCT AWARE. This means that we will not knowingly serve products that contain, may contain or have been processed in a facility that also processes nuts/peanuts.

Please notify the centre of any allergies (diagnosed or suspected) that your child has.

It is important for everyone to realize that even a small amount of allergen can cause a severe reaction leading to death. We ask that all parents and children take caution and not bring identified allergens into the program and follow proper hand washing procedure.

URIS PROGRAM AND ANAPHYLAXIS

The Unified Referral and Intake System (URIS) is a joint initiative of the provincial Departments of Families. URIS supports community programs in the care of children with specific health care needs. Community programs that are eligible for URIS support include schools, licensed child care facilities, selected accredited recreation programs and agencies providing respite services. URIS provides a standard means of classifying the complexity of health care needs and establishes the level of qualification required by personnel to support children with these health care needs. Health care needs that are

classified as 'Group B' can be delegated to non-health care personnel who receive training and monitoring by a registered nurse. For children with 'Group B' health needs (e.g., anaphylaxis), the nurse provides the following support:

- develops and maintains a written health care plan;
- provides training to community program personnel that are responsible for the child; and
- monitors community program personnel that receive training.
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LA SALLE KIDZ INC. DAY CARE CENTRE ANAPHYLAXIS POLICY

When a Child Care Centre is notified that a child has been diagnosed with a life-threatening allergy and may require the immediate injection of adrenaline by an auto-injector the following procedure will be followed:

1. Parents/guardian must notify the centre upon registration or immediately finding out about the anaphylaxis and what the allergens may be.
2. Parents/guardians will be asked to fill out a URIS Group B Application form and complete the Standard Health Care Plan (SHCP). The SHCP must be signed by the parents/guardians and the URIS nurse and to be updated annually.
3. The SHCP will be kept in the child's file, in the kitchen, as well as all evacuation backpacks to ensure access at all times.
4. When an auto-injector is used, an ambulance will be called immediately, and the child transported to the hospital. Parents/guardians will be notified immediately.

27. SPECIAL OCCASIONS

Please speak to the centre Supervisor/Director if you are planning to bring in a special snack to celebrate your child's birthday or for other celebrations. Please refrain from bringing in baked items or sugary treats. Healthy treats such as fruits and vegetables are always welcome.

28. NAP/SLEEPING TIME

All children will have the opportunity to nap/rest during the day.

In our infant program, we will best accommodate each child's schedule and provide sleep time when the child needs to sleep. They will nap in cribs provided by the centre. Our preschool children will nap/rest after lunch.

We ask that you bring your children a blanket and a special soft item if they prefer. Infants under 12 months will not be given a blanket or soft toy. A tight fitting bunting bag or sleeping sac may be used. Items will be sent home each Friday to be washed.

Rest time is a part of every child's day at the centre and helps them to be able to better cope for the remainder of the day. Any child who remains awake after 30 minutes will be able to get up and participate in a quiet activity.

29. CLOTHING/PERSONAL BELONGINGS/TOYS FROM HOME

Dress your child in comfortable, washable clothes. We believe that children learn best through play and hands on experiences that may be messy. Children should also be dressed in clothing that allow them to be as self-sufficient as they are capable.

Bring your child ready to participate in outdoor play each and every day. Ensuring that your child has their own outdoor clothing will ensure they experience a smooth transition to outdoor play. Please check the weather on a daily basis. For your child's safety, fitted footwear with good grip are required for our active program. During the summer, we recommend closed shoes vs sandals.

We recommend that toys from home are best kept safe at home which ensure that your child's favourite items will not become lost or broken. If toys are brought to the centre, please ensure that they are appropriate for child care (no weapons or scary items).

Please label all personal items with your child's name with a permanent marker. If something gets lost but has your child's name on it, it is more likely to be returned. Please note that we are not responsible for lost or damaged personal items.

30. ITEMS NEEDED AT THE CENTRE DAILY

Complete change of clothing (including sock and underwear if applicable), 2 sets would be ideal

One pair of indoor shoes and one pair of outdoor shoes, shoes should have closed toe and firm grips

Seasonally appropriate clothing for outdoor play

Nutritious lunch – please include ice pack/thermos to keep lunch fresh

Wipes and a minimum of 5 diapers/pull-ups for children who are not toilet trained

Hat

31. OUTDOOR PLAY

We play outside every day, weather permitting, unless the temperature is -25C or colder or the UV rays are too high.

Please provide appropriate seasonal clothing:

Winter: ski pants, boots, neck warmer, hat, warm coat, mitts (2 pairs – we often go out twice a day);

Fall/Spring: puddle pants, rubber boots, rain coat;
Summer: shorts, sun hat, bathing suit, towel, sunglasses, sunscreen.

Footwear: runners or flat bottomed non-elevated sandals/shoes with backs or back straps are required. Children are not permitted to use the climbing structures unless they are wearing appropriate shoes. No fancy shoes allowed for safety and space reasons.

32. BOARD OF DIRECTORS AND PARENTS INVOLVEMENT

The voluntary Board of Directors serves as the governing body responsible for the overall operation of La Salle Kidz Inc. Day Care Centre. The Board consists of 5 to 9 parents, guardians, and/or community members who meet on a monthly basis (or as needed) to review policies, plan for fundraising, and oversees all general operations.

33. CENTRE VISITATIONS

Parents/guardians of enrolled children are welcome to visit their child(ren)'s program. Parents/guardians should notify the centre Director/Supervisor prior to their visits as activities vary from day to day and the children may not be at the centre at that time.

We also recommend you not visit during the first few weeks after enrolling your child(ren). This is a time that your child is settling into the program and starting to bond with the staff and other children. A visit from you might be confusing and upsetting to your child(ren).

34. SPECIAL EVENTS, FIELD TRIPS, AND IN HOUSE VISITORS

We believe that special events, field trips, and in-house visitors are a fun and important way of exposing children to many aspects of our community. When planning these events we take into account the developmental level of all children. Any parents/guardians wishing to volunteer will be welcome. Parents will be given a minimum of 24 hours' notice of all outings, including details of the trip. Ratio will always be maintained, and enhanced ratio will be provided as much as possible for all outings.

A signed permission form with details of the field trip must be obtained for all children to participate in the field trip.

35. PHOTOGRAPHING AND VIDEOTAPING

La Salle Kidz Inc. Daycare centre will occasionally take photos and/or videos of the children and their play to display at the centre and/or for promotion of La Salle Kidz Inc. Day Care Centre.

Our centre may also host college and university students and they may need to take photos and/or videos for their study and research if written permission are given by the parents/guardians.

36. FUNDRAISING

Many fundraising events take place throughout the year. All fundraising proceeds is put back into the program by means of special activities, new toys and equipment, and etc. Fundraising suggestions are welcome!

37. BEHAVIOUR MANAGEMENT POLICY

La Salle Kidz Inc. Daycare Centre will not permit, practice, or inflict any form of physical punishment or verbal or emotional abuse upon, or the denial of any physical necessities to, any child in attendance at the child care centre.

Physical punishment includes striking a child, either directly or with an object, restraining, shaking, grabbing, shoving or spanking. It also includes forcing a child to repeat physical movements, force-feeding or any other action that results in physical injury to the child.

Verbal or emotional abuse includes any harsh, belittling or degrading response by an adult (parent, employee, volunteer and student) in the centre, that would humiliate or undermine a child's self-respect.

The denial of physical necessities includes normal comforts such as shelter, clothing, food, bedding or toilet facilities.

Disciplinary action will take the form of positive guidance, redirection and the establishment of well-defined limits and will occur at the time of the incident. We will encourage children to problem solve on their own and will assist them by providing alternatives to aggressive or negative behavior. We expect mutual respect, cooperation and responsibility between all parents, staff and children.

Our staff members are trained to help children clearly define the behavior, why it should be addressed and suggest alternate means of handling the situation. On a daily basis our staff are expected to:

Recognize and reinforce positive and appropriate behavior – it's vital to recognize and reinforce the specific behaviour, not the child.

Focus on the behaviour, not the child – focusing on the child's behaviour, rather than on the child, allows staff to offer positive guidance for developing positive behaviour.

Set clear, consistent and simple limits – when setting limits, it's important to keep them simple and only enforce limits that are necessary.

Set limits in a positive way, not in a negative way – focusing on what to do, rather than what not to do.

Provide simple explanations for limits – teaching children the reasoning for a limit helps them gain a better understanding of why the limit is put in place

Encourage children to seek help – children have a greater sense of comfort and trust when they know that you are there to protect, guide, and help them.

State expectations – when establishing routines, limits and expected behaviours, it's important to state what is expected and not ask as a question.

Provide choices for children – when possible, providing choices to a child will help avoid power struggle and provide children opportunities to practice decision making.

Allow time for the child to respond to expectations – giving children time to respond, and not demanding immediate results.

If the child's behaviour compromises the quality of care for other children in the centre, our staff members will deal with the situation using our Code of Conduct as a guideline. The goal is for our staff, the child, and the family to work together to guide the behaviour for the benefit of the child, other children and the centre.

38. BITING POLICY

Biting is a natural developmental stage that many children go through and is most common between 13 – 36 months of age. The safety of the children is our primary concern and we at La Salle Kidz Inc. Day Care Centre do our best to minimize these incidents.

When a child bites, we ensure the child that was bitten is given proper attention and care for the bite. Depending on the severity of the bite, proper first aid will be provided.

When an incident occurs, the parents/guardians of both children involved will be notified. An incident report will be written up and given to the parents/guardians at pick-up time on the same day. Names will be omitted for confidentiality reasons.

When a child bites, they will be immediately removed from the area. A staff will talk to the child using cause and effect statements and label feelings to describe the painful result of biting – ex. "Sally is sad and is crying because she is hurt. Biting hurts." The staff may also show the child with his/her hands how to be gentle and lightly stroke their arm and repeat "gentle touches only."

From there, the staff will analyze the incident and figure out why the biting has happened and work to address the problem based on the child, their development and their needs.

Below are ways that we prevent biting on a daily basis:

- Provide a supportive environment;
- Provide a consistent yet flexible schedule;
- Provide a variety of sensory activities and materials;

- Interact with children gently and empathetically;
- Model appropriate interactions between staff and children / Model nurturing, sharing, respectful, and polite behaviours;
- Use cause and effect statements to help children understand positive behaviour;
- Position staff nearby so there is close supervision; and
- Observe when and where the biting takes place, how frequently, etc.

If this becomes an on-going problem, we will observe and document the child's behaviours and collaborate with the parents/guardians to develop a plan to help the child.

39. CHILD ABUSE

In Manitoba, it is every citizen's legal obligation to protect children. This responsibility includes identifying and reporting a child who is or might be in need of protection.

The Community Day Care Standards Act requires that any child care staff who has reason to suspect that a child has suffered or is suffering from abuse (neglect, emotional, physical or sexual) that may have been caused or permitted by a person who has or had charge of the child, must report to Child and Family Services.

40. PARENT/GUARDIAN RESPONSIBILITIES

We encourage parental involvement in the administration of La Salle Kidz Inc. Day Care Centre in the following ways:

- By participating on the Board of Directors
- By participating in projects or other events related to the programs
- By attending the Annual General Meeting
- By participating in fundraising events to raise funds for further development of the children's programs
- By communicating any concerns or general comments to the Executive Director and/or Board
- By volunteering your special skills to programming in any way you feel may be helpful.

41. COMMUNICATION

We believe parent/staff communication is vital in promoting a healthy child care environment. Please take the time to read the information on the Parent Information Board at the centre. We may also communicate via phone, email, or texts if parents prefer.

For more information about our program, please visit our centre website:

www.lasallekidz.ca

42. COMMENTS AND CONCERNS

Parents Line of Communication for Comments/Concerns:

**Parents → Staff directly cares for your child → Supervisor for your program
→ Director → Board of Directors → Child Care Coordinator
→ Department of Families**

We make every effort to ensure concerns expressed by families are addressed and resolved in a timely manner. Parents or guardians who have a concern regarding the care their child(ren) receives are encouraged to follow the Parent Lines of Communication to address the concern. Any comments or concerns should be expressed discreetly and if necessary not in front of the children.

We recognize parents/staff schedule sometimes make it difficult to connect at the beginning or end of the day. Please do not hesitate to work with staff in setting up a time when you can be reached by phone to address any concerns you may have.